



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 02/05/2016	Employee Requisition Number ER-16065	JOB OPPORTUNITY	
Title/Position: MECHANIC			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: FLEET MANAGEMENT	Location: Okmulgee	Location Code: 52A	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the Direction of the Fleet Manager, the Mechanic ,shall perform vehicle repair work in the diagnostic, overhaul, adjustment, repair and maintenance on all vehicles owned by the Muscogee(Creek) Nation and other gas powered equipment.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Diagnoses , repairs and overhaul engines, transmissions ,components, electrical and fuel systems, etc. for cars, trucks and buses.2.perform tune-ups, brake jobs and other preventative maintenance on cars, trucks, buses; replaces common parts and makes adjustments.3. Repairs mowers, tractors, and other small engines.4. Maintains appropriate service and repair records.5. Researches, purchases and inventories equipment parts, chemicals and supplies.6. Responds to routine and emergency calls for repairs and service.7. May train and direct the work of other classified staff in the area.8. Assists and serves as back up to other Fleet Management employees.9. Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance.10. Updates job knowledge by participating in educational opportunities.11. Other duties as assigned.
Minimum Requirements:	4 years experience in automotive repair, High School Diploma or GED equivalent must be able to work in and under varied conditions. Must have a valid Oklahoma drives license.



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Preferred Requirements:	Indian Preference and ASE certifications, Valid Oklahoma CDL
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.
☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☒ Fumes or airborne particles ☒ Outside weather conditions ☒ Toxic or caustic chemicals
☐ Risk of electrical shock ☒ Vibration ☒ Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.



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Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.